



Revised: May 13, 2022, July 15, 2021, July 21, 2014

Adopted: June 18, 2012

546 COMPREHENSIVE ATTENDANCE POLICY

PURPOSE

The purpose of this policy is to ensure that all families are well informed of the positive correlation between consistent student attendance and academic success. DaVinci Academy strives to create an environment of integrity and respect surrounding school attendance which will lead to greater levels of academic excellence. This policy will help to ensure that records of student attendance are accurate and reliable and to decrease the number of unexcused absences and tardiness.

All references in this policy to “parents” shall include “legal guardian”.

PROCEDURES

I. Parental Responsibilities

- Parents should make every effort to have their child(ren) present on time and in school each day.
- Parents are required to keep a child home until that child
 - a. Has been fever-free, without medication, for a minimum of 24 hours
 - b. Has not had an episode of vomiting or diarrhea for 24 hours
 - c. Is free from any contagious rash
- Parents should call the school at 763-754-6577 to inform the school of student absences no later than 9:00 a.m. on the day of the absence. This applies to absences, late arrivals and early releases.
- If students are absent for more than three consecutive days as a result of illness, a doctor’s certification will be required upon returning to school.

- Parents should remind students to check with their teacher(s) regarding make-up work and exams. Parents of students in grades K – 2 should contact the child’s teacher directly to arrange for make-up work and exams.
- Parents must fill out an Extended Absence Form if a student will be missing school for any pre-determined reason for which a student will miss more than 5 consecutive days of school.
- Students leaving for an appointment during the school day **must** be signed out in the office by a parent.
- Students returning from an appointment during the school day **must** be signed in at the office by a parent.
- Students arriving to school late must be signed in at the office by a parent.
- Family vacations, although valuable, usually put a child behind academically if instructional days are missed. Vacations should be scheduled during regular school breaks. Teachers **are not expected, nor required** to prepare assignments ahead of time for days missed due to vacations.

II. Student Responsibilities

- Students are required to be in their seats and ready to learn at 8:00 a.m. Students not in their seats by 8:00 a.m. will be marked tardy.
- Students may not leave the building or its premises without permission.
- Students may not dismiss themselves from school, or sign themselves out from school for any reason, at any time.
- Students in grades 3 and up are responsible for contacting their teachers for make-up work and exams.
- Students who become ill during the school day must present themselves to the office and an office staff member will make a determination as to whether or not parents should be contacted. Students should never call to be picked up from school without permission from staff.

III. Teacher Responsibilities

- All teachers are required to take attendance by 8:10 a.m. every day.
- Teachers will leave attendance instructions for all substitutes.
- Teachers should address any attendance concerns with parents and administration in a prompt manner.
- Teachers should email the office with any attendance information they receive from parents.

IV. Administration

- Administrators will address absences as quickly as possible with consistent consequences.
- Administrators will share the attendance policy with students, parents and staff a minimum of 2 times throughout the year.
- Administrators will enforce the attendance policy consistently and effectively.
- Administrators will contact parents as needed in a timely manner.

	Tardy or Early Release	
Definition	A student who is not in the classroom by the start of class or who leaves the classroom prior to the end of class without approval.	
Classification	Excused	Unexcused
Reporting Options	By phone: 763-754-6577	No call recorded
Examples	<ul style="list-style-type: none"> • Religious observances • Family emergency • Illness • Pre-arranged appointment 	<ul style="list-style-type: none"> • Missed bus • Oversleeping • Traffic • Car Trouble
Consequences	After 9 unexcused tardies or early releases, a letter will be sent home, which includes a written copy of the attendance policy.	
	After 18 or more unexcused tardies or early releases, a meeting between the parents, student and administrator will be held. Possible solutions and further action will be discussed at this meeting.	
	27 or more unexcused tardies or early releases per year constitutes truancy and a report is submitted to the county Child Welfare Office.	
	After 36 unexcused tardies and early releases, a meeting will be held involving the student, parents, and administration. The student and his/her parents will be required to sign an attendance contract. Other consequences and further action will be discussed at this meeting. A follow-up report will be submitted to the county Child Welfare Office.	

Absence		
Definition	A student who is not present in the class or in school.	
Classification	Excused	Unexcused
Reporting Options	Report by 9:00 a.m. on each day of absence (763-754-6577)	Not reported to the office
Examples	<ul style="list-style-type: none"> • Death in the immediate family • Chronic illness with a doctor's certificate • Religious observances • Flood or fire • Court appearance 	<ul style="list-style-type: none"> • Serious illness in immediate family • Pre-arranged appointment • Family emergency
Consequences	After 3 unexcused absent days or class periods, a letter will be sent home which includes a written copy of the attendance policy.	
	6 or more unexcused absent days or class periods constitutes a student as "continuing truant" and a report will be filed with the county Child Welfare Office. The parents will be notified and a meeting will be held between parents, student and administration. The student and his/her parents will be required to sign an attendance contract. Other action may be taken as a result of this meeting.	
	9 or more unexcused absent days or class periods constitutes truancy and a report is submitted to the county Child Welfare Office. A meeting will be held with parents and administration to discuss possible retention of the student due to missed school days.	
	After 12 unexcused absences, a meeting will be held involving the student, parents, and administration. The student and his/her parents will be required to sign an attendance contract. Other consequences and further action will be discussed at this meeting. A follow-up report will be submitted to the county Child Welfare Office.	

SIGNATURES

The signatures below acknowledge that they have read and reviewed this policy. Further, each signature represents commitment to upholding the process and procedures.

Student

Date

Parent/Legal Guardian

Date

Parent/Legal Guardian

Date

Classroom Teacher

Date